

# POSITION DESCRIPTION (Please Read Instructions on the Back)

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		<b>3. Service</b> <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		<b>4. Employing Office Location</b>		<b>5. Duty Station</b>		<b>1. Agency Position No.</b>	
<b>7. Fair Labor Standards Act</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		<b>8. Financial Statements Required</b> <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>6. OPM Certification No.</b>		<b>13. Competitive Level Code</b>	
<b>10. Position Status</b> <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI)		<b>11. Position Is</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		<b>12. Sensitivity</b> <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		<b>14. Agency Use</b> *DOI002		<b>15. Classified/Graded by</b>	
<b>a. Office of Personnel Management</b>		<b>Official Title of Position</b>		<b>Pay Plan</b>		<b>Occupational Code</b>		<b>Grade</b>	
<b>b. Department, Agency or Establishment</b>		Range/Forestry Aid (Fire)		GS		455/462		02	
<b>c. Second Level Review</b>		Department of the Interior, FLERT Specialist		Jaye Lippin		8/28/02		Initials Date	
<b>d. First Level Review</b>		This PD has been approved as follows under 5 USC 5336(e) and 5412(d)		Firefighter		Law Enforcement		Sec/Supvy	
<b>e. Recommended by Supervisor or Initiating Office</b>		Primary		Secondary/Administrative		Approval Date		November 12, 2002	
<b>16. Organizational Title of Position (if different from official title)</b>		Wildland Firefighter		<b>17. Name of Employee (if vacant, specify)</b>		Signature of Employee (optional)		18. Department, Agency, or Establishment	
Department of the Interior		BIA BLM FWS NPS		c. Third Subdivision		d. Fourth Subdivision		e. Fifth Subdivision	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.		20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that		this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature		Date		Signature		Date		21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	
BIA BLM FWS NPS		HR Specialist		22. Position Classification Standards Used in Classifying/Grading Position		Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111 Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
See Remarks		8/28/02		23. Position Review		Initials Date		Initials Date	
Allison Board BIA		Todd Ryan BLM		Pearl Inge FWS		Cindi Steinheimer NPS		25. Description of Major Duties and Responsibilities (See Attached)	

<b>23. Position Review</b>		<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>		<b>Initials</b>		<b>Date</b>	
<b>a. Employee (optional)</b>		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
<b>b. Supervisor</b>		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
<b>c. Classifier</b>		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
Allison Board BIA		Todd Ryan BLM		Pearl Inge FWS		Cindi Steinheimer NPS		25. Description of Major Duties and Responsibilities (See Attached)		26. Signature		27. Signature		28. Signature		29. Signature	
See Remarks		8/28/02		Allison Board BIA		Todd Ryan BLM		Pearl Inge FWS		Cindi Steinheimer NPS		30. Signature		31. Signature		32. Signature	

\*Agency Use code should be entered in FPPS as last six spaces of Position Allocation Number.



**U.S. DEPARTMENT OF THE INTERIOR**  
**Certification of Position Approval for Retirement**  
**Under**  
**5 USC 8336(c) and 8412(d)**

[X] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[X] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Primary-Rigorous (FF)

Bureau: Any DOI Bureau Using Identical PD with Identical PD Number

Classification Title: Range /Forestry Aid (Fire)

Organization Title: Wildland Firefighter

DOI Standard PD Number: DOI002 Series and Grade: GS-455/462-02

**RECOMMENDATION FOR COVERAGE REVIEW:**

Primary-Rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

The primary purpose of the position is wildland fire suppression/management/control, as a firefighter on an engine, helitack module, or hand crew. Position requires a working knowledge of fire behavior, fire hazards, fire suppression tactics, methods and procedures as well as skill in the use of wildland firefighting hand tools, pumps, hoses and chainsaws. **The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet established physical qualification requirements.**

[Signature]  
BIA Program Designee

10/18/02  
Date

[Signature]  
BLM Program Designee

10/9/02  
Date

[Signature]  
FWS Program Designee

10/18/02  
Date

[Signature]  
NPS Program Designee

10/18/02  
Date

[Signature]  
DOI-Fire & Law Enforcement Team Lead, Marcia L. Scifres

10/25/2002  
Date

**APPROVAL:** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 08/28/02. Approval is by DOI Secretary's Designee:

[Signature]  
Deputy Assistant Secretary, Human Resources & Workforce Diversity

11/12/02  
Date

## **Introduction**

This is a standard wildland fire management position description intended for use in the Department of Interior (DOI). The position is located on a fire crew as a crewmember within the fire management organization. The purpose of the position is wildland fire suppression/management/control, as a firefighter on an engine, helitack module, or hand crew. Other wildland fire related duties might involve fire prevention, patrol, detection, or prescribed burning. The incumbent will also be involved with the maintenance and repair of firefighting tools equipment and facilities, and will receive firefighting training.

This is an arduous position and subject to medical screening and physical fitness testing.

## **Major Duties (70%)**

Serves as a member of a fire crew assigned to suppress the full range of wildland fires. Performs assignments as a wildland firefighter in developing a working knowledge of fire suppression and fuels management techniques, practices and terminology. This consists of fireline construction, use of pumps and engines, hose lays using appropriate nozzles and nozzle adjustments in the effective use of water and additives, working in and around aircraft such as helicopters, safety rules, and basic fire behavior.

Searches out and extinguishes burning materials by moving dirt, applying water by hose or backpack pump, etc.

Chops brush, fells small trees, and moves dirt to construct fireline using various hand tools such as axes, shovels, Pulaskis, McLeods, and may use power tools including chainsaws and portable pumps to control spreading of wildland fire and/or to prepare control lines prior to burning.

Patrols fireline to locate and extinguish embers, flareups, and hotspot fires that may threaten developed firelines.

Cleans, reconditions, and stores fire tools and equipment.

May assist trained personnel in more specialized assignments such as backfire and burnout, mobile and stationary engine attack, construction of helispots, helitack operations, and performing hover hookups.

Participates in fire and safety training in the techniques, practices, and methods of fire suppression and in the safe, efficient operation and use of tools, equipment and vehicles used in fireline activities.

Participates in crew proficiency checks and drills. Participates in safety sessions and fire critiques.

Ensures own and others' welfare and safety in all aspects of the assignments.

**Additional Duties (30%)**

May perform project work such as fuel inventory, preparing associated reports, and hazard fuel reduction projects.

May perform project work such as road and trail maintenance, habitat manipulation, and miscellaneous equipment and facilities maintenance.

May assist higher level workers in forestry/range research efforts; in the marketing of forest/range resources; or in the scientific management, protection, and development of forest/range resources.

**Other Significant Facts**

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

**Factors**

1. Knowledge Required by the Position (Level 1-2, 200 points)

Working knowledge of standard wildland fire management program requirements, suppression tactics, methods and procedures and skill in the use of wildland firefighting handtools, pumps and hoses, and chainsaws sufficient to perform routinely assigned fire suppression and prescribed fire assignments and to maintain firefighting tools and equipment.

Working knowledge of fire behavior, hazards, and accepted fire safety practices and procedures to prevent injury and loss of life.

Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.

Must possess the ability to verbally communicate sufficiently to work as a member of the team.

Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

2. Supervisory Controls (Level 2-1, 25 points)

The supervisor or higher graded employee makes continuing, specific assignments detailing procedures to be followed. The supervisor or higher graded employee provides instruction for resolving problems. The work is closely controlled and the incumbent seldom works without a higher graded employee present. The supervisor insures that finished work is completed according to instructions.

3. Guidelines (Level 3-1, 25 points)

Procedures for doing the work have been established and a number of specific guidelines exist such as oral instructions, standing operating procedures, maps, equipment manuals, health and safety codes, fire line handbooks, field operations guides, and training prior to actual fuels management and fire suppression activities. The employee works in strict adherence to the guidelines, referring needed deviations or questions to the supervisor or higher graded employee who is available while performing fire suppression activities.

4. Complexity (Level 4-1, 25 points)

Performs a variety of routine tasks in the suppression of wildland fires. Uses a variety of hand and power tools and equipment. Specific tasks, use of tools and methods, and the sequence in which tasks are to be done are determined by higher graded wildland firefighters. Actions taken vary dependent upon the fire terrain, intensity of fire, fuels availability, wind velocity, and values at risk.

5. Scope and Effect (Level 5-1, 25 points)

The purpose of the work is to receive training and perform simple, repetitive tasks under the direction of a crew leader or supervisor. The work performed as a crewmember facilitates the goals of the crew.

6&7. Personal and Purpose of Contacts (Level 1A, 30 points)

Contacts are primarily with other members of the crew, the crew leader/supervisor, and others in the wildland fire management organization. Contacts are made to exchange information about the immediate work situation in which crewmembers are to receive instructions and to clarify how the work is to be done.

Meets and deals on day-to-day matters with co-workers.

8. Physical Demands (Level 8-3, 50 points)

Arduous: Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

9. Work Environment

(Level 9-3, 50 points)

The work is primarily performed in forest and desert environments in steep terrain where surfaces may be extremely uneven, rocky, covered with thick tangled vegetation, smoky conditions, etc.

Temperatures commonly exceed 100 degrees F and fall below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor bivouac and eating situations under an unpredictable set of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by light fixed-wing or rotor-wing aircraft.

## EVALUATION STATEMENT

Recommended Classification

Range/Forestry Aid (Fire), GS-455/462-02

Organizational Location:

Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management

References:

Range Technician Series, GS-455 Dec 91 TS-111  
Forestry Technician Series, GS-462 Dec 91 TS-111  
Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111

Background: This is an entry level standard position description for a Fire Crewmember. The incumbent of this position spends more than 70% of the time in one or more of the major duty areas as: 1) firefighter suppression crewmember; 2) fire engine crewmember; 3) helitack crewmember; and/or 4) prescribed fire crewmember. The primary purpose of this position is to perform duties directly connected with the control and extinguishment of wildland fires.

Determination of Series and Title: The Range/Forestry Technician, GS-455/462 series (TS-111, 12/91) cover positions that primarily require a practical knowledge of the methods and techniques of range/forestry and other biologically based resource management fields. Range/Forestry technicians provide practical technical support in the scientific management, protection, and development of rangeland and forest resources.

The GS-0081, Fire Protection and Prevention Series (TS-108, 9/91), states that positions that include fire control, suppression, and related duties incident to range/forestry management work should be classified to the Range/Forestry Technician Series. OPM has previously determined that firefighter positions are to be classified in the GS-455 or GS-462 series dependent upon the primary vegetation on the unit. The proper title and series are **Range Aid (Fire), GS-455** or **Forestry Aid (Fire), GS-462** dependent upon type of terrain and vegetation. Since the only difference in the positions is the primary vegetation, the positions are considered interchangeable with either classification being appropriate.

Because this position requires skill in firefighting, the parenthetical title of (Fire) is appropriate and is in line with agency practice.

The organizational title for this position is *Wildland Firefighter*.

Determination of Grade: The Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS-111, 12/91), which is in the FES format, is used to evaluate this position.

**FACTOR EVALUATION SYSTEM  
POINTS RATINGS**

Evaluation Factors	Points	Level
1. Knowledge Required by the Position	200	1-2
2. Supervisory Controls	25	2-1
3. Guidelines	25	3-1
4. Complexity	25	4-1
5. Scope and Effect	25	5-1
6. Personal Contacts	30	1A
7. Purpose of Contacts		
8. Physical Demands	50	8-3
9. Work Environment	50	9-3
Total Points	430	
Grade Conversion Range (255-450)	GS-02	

Conclusion: The proper title and series are **Range Aid (Fire), GS-455-02** or **Forestry Aid (Fire), GS-462-02** dependent upon type of terrain and vegetation. The organizational title is **Wildland Firefighter**.

  
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